

APPLICATION
MONROE COUNTY
PLANNING & ENVIRONMENTAL RESOURCES DEPARTMENT



Home Occupation Special Use Permit Application

Home Occupation Application Fee: \$498.00

Date of Submittal: ____/____/____
Month Day Year

Property Owner:

Name

Mailing Address (Street, City, State, Zip Code)

Daytime Phone

Email Address

Agent (if applicable):

Name

Mailing Address (Street, City, State, Zip Code)

Daytime Phone

Email Address

Legal Description of Property:

(If in metes and bounds, attach legal description on separate sheet)

Block Lot Subdivision Key

Real Estate (RE) Number Alternate Key Number

Street Address (Street, City, State, Zip Code) Approximate Mile Marker

Land Use District: _____

Present Use of Property: _____

Business Name: _____

Type of Business: _____

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The Director of Planning & Environmental Resources is authorized to approve a home occupation special use permit in any zoning district in which residential use is allowed.

All of the following standards and requirements must be met in order to receive home occupational special use permit approval. Please describe how each standard and/or requirement shall be met.

- 1) The home occupation is incidental and secondary to the residential use of the building:

- 2) The home occupation does not change the essential residential character of the use:

- 3) Not more than one (1) person who is a nonresident of the dwelling unit is employed by the home occupation:

- 4) The home occupational use is not more than twenty (20) percent of the total floor area of the dwelling:

- 5) The home occupation does not involve any retail sales or service which would require customers to visit the residence, nor does the physical address of the residence appear on any advertising materials including stationary and business cards:

- 6) The home occupation is not visible from any other residential structure:

- 7) No sign advertising the home occupation is displayed on the premises:

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- 8) The home occupation does not involve the outdoor storage of any equipment or materials:

- 9) The home occupation does not utilize mechanical, electrical or other equipment which produces noise, electrical or magnetic interference, vibration, heat, glare, or other nuisance outside the residential building or accessory structure:

- 10) The home occupation does not increase the average daily automobile trips generated by the residence in which the home occupation is located:

- 11) Upon issuance of a permit, the applicant must apply for and maintain an occupational license for the home occupation where otherwise required.

All of the following must be submitted in order to have a complete application submittal:

(Please check as you attach each required item to the application)

- ☐ **Complete home occupation special use permit application** (unaltered and unbound);
- ☐ **Correct fee** (check or money order to Monroe County Planning & Environmental Resources);
- ☐ **Proof of ownership** (i.e. Warranty Deed);
- ☐ **Current Property Record Card(s) from the Monroe County Property Appraiser;**
- ☐ **Location map;**
- ☐ **Photograph(s) of residence from adjacent roadway(s);**
- ☐ **Written Description of Business Operation** (including, but not limited to, all services and activities to be performed in the residence, type and location of products and/or equipment to be located in the residence, number of employees, and methods of contacting and meeting customers);
- ☐ **Boundary Survey or Site Plan.** At a minimum, the boundary survey or site plan should include the following:
 - ☐ Date, north point and scale;
 - ☐ Boundary lines of site, including all property lines and mean high-water lines;
 - ☐ Locations and dimensions of all existing structures and drives;
 - ☐ Adjacent roadways;
- ☐ **Floor Plan of Residence** (showing the total square footage for the residence and the location and square footage of the area to be used for the business);
- ☐ **Typed name and address mailing labels of all property owners within a 300 foot radius of the property.** This list should be compiled from the current tax rolls of the Monroe County Property

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Appraiser. In the event that a condominium development is within the 300 foot radius, each unit owner must be included;

☐ **Home Occupation Special Use Permit Affidavit**

If applicable, the following must be submitted in order to have a complete application submittal:

☐ **Notarized Agent Authorization Letter** (note: authorization is needed from all owner(s) of the subject property)

If deemed necessary to complete a full review of the application, the Planning & Environmental Resources Department reserves the right to request additional information.

If for any reason the home occupation special use permit application requires review and consideration by the Monroe County Planning Commission, additional fees, mailing labels and copies of all plans shall be required prior to item being scheduled for commission review.

I certify that I am familiar with the information contained in this application, and that to the best of my knowledge such information is true, complete and accurate.

Signature of Applicant: _____ **Date:** _____

Sworn before me this _____ day of _____

Notary Public
My Commission Expires

Please send the complete application package to the Monroe County Planning & Environmental Resources Department, Marathon Government Center, 2798 Overseas Highway, Suite 400, Marathon, FL 33050.

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HOME OCCUPATION SPECIAL USE PERMIT AFFIDAVIT

Applicant Name: _____

Property Street Address: _____

Real Estate (RE) Number: _____

Business Name: _____

Type of Business: _____

I represent and agree to the following list of conditions and requirements in applying for, and operating, the requested home occupational special use permit is and shall continue to be met.

- 1) The home occupation is and shall be operated so as to remain incidental and secondary to the residential use of the building.
- 2) The home occupation does not and shall be operated so as to not change the essential residential character of the use.
- 3) No more than one non-resident is or shall be employed at the location in relation to the home occupation.
- 4) The home occupation is and shall remain confined to no more than twenty (20) percent of the total floor area of the dwelling.
- 5) There will be no displaying or selling of any stock in trade on the premises.
- 6) There will be no visibility of the operation from any other residential structure.
- 7) There will be no storage of equipment or material used in the home occupation outside of the dwelling.
- 8) I will not utilize mechanical, electrical, or other equipment which produces noise, electrical or magnetic interference, vibration, heat, glare or other nuisance outside of the residential building or accessory structure.
- 9) The use will not increase the average daily automobile trips generated by the residence in which the home occupation is being conducted.
- 10) There will be no use of the street address of the home occupation on any business card or in any advertisement or promotional materials.
- 11) There shall be no sign on the premises indicating that there is a home occupation within the building.

I further understand that in obtaining an Occupational License from the Monroe County Tax Collector's Office, I am not absolved from complying with the provisions of the Monroe County Code. I further understand that there may be additional approvals and/or permits required in order to legally operate the aforementioned business at the proposed location. By my signature below, I do hereby agree to the conditions stated above. I understand that if I do not comply with any of the above conditions, my home occupation may not be in compliance with the provisions of the Monroe County Code, and that if so adjudged, that the Monroe County Code Enforcement will be notified of the situation for their consideration.

Applicant's Signature: _____

Date: _____

STATE OF _____ COUNTY OF _____
Sworn to (or affirmed) and subscribed before me this _____ day of _____,
by _____ who is personally known or who has produced
_____ as identification.

Notary Public
My Commission Expires